

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. C 293

PAGE
NO.

1. Requesting Agency
BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency
OFFICE OF FINANCE; EMPLOYEES' RETIREMENT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>RETURN OF CONTRIBUTIONS FILES (1948-present; est. 25 cu. ft.; annual accumulation, est. 1 1/2 cu. ft.)</p> <p>This is an alphabetical file of forms and attachments: application for withdrawal of membership in the retirement system, computation of amount due; application for membership, physical examination results, etc.</p> <p>This file documents returns of contributions and interest for members who have withdrawn from the system, and for which the County has no continuing liability. This is an obsolete file of terminated members.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE REFUND OF CONTRIBUTIONS AND INTEREST; destroy accumulation.</p>	
2.	<p>Closed Case Files: (1948-pres.; est. 4 cu. ft.; 1/2 cu. ft. per year)</p> <p>This is a file of individual file folders containing correspondence and forms regarding deceased members of the retirement system. Each folder contains forms and documents relating to application for membership in the retirement system, computation of pension, correspondence with beneficiaries about supplemental benefits, cashing final check, etc. These are obsolete files of deceased members, for whose accounts the retirement system has no further liability. Their reference value ceases after audit and income tax requirements have been fulfilled.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE END OF RETIREMENT BENEFITS; destroy accumulation.</p>	

7. Agency, Division or Bureau Representative (County Approvals (BCC, 25A-5 (b1) have been secured)

Richard E. Maine
Signature

Records Management Officer
Title

May 27, 1966
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/24/66
Date

Morris S. Daboff
Archivist

7-12-66
Date

Richard E. Maine
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 293
PAGE NO. 2

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

3. INACTIVE GENERAL FILES: 1952 (?) to pres.; est. accum. 1 1/2 cu. ft. per year.

This is a letter-size file folder accumulation which contains copies of requisitions, purchase orders, minor correspondence, appointments for physical examinations, etc.

A substantial part of the file is non-record.

RECOMMENDATION: RETAIN RECORD ITEMS FOR THREE YEARS, then destroy all items of no continuing legal, fiscal, or administrative value.

APPROVED
HALL OF RECORDS COMMISSION

BALTIMORE
COUNTY, MD.RECORDS RETENTION SCHEDULE
FOR

NO.

C-293

MENT

OFFICE OF FINANCE
EMPLOYEES RETIREMENT SYSTEM

RECORD OR FILE

RETURN OF CONTRIBUTION FILES;
INACTIVE FILES AND CLOSED FILES

EFFECTIVE DATE

7-6-66

DESCRIPTION

Return of Contribution Files (1948-54 in central storage, est. 3 cu. ft.; est. 1 1/2 cu. ft. per year.)

This is an alphabetical file of forms and attachments: application for withdrawal of membership in the retirement system, computation of amount due, application for membership, physical examination results, etc. This file represents returns of contributions and interest, for which the County has no continuing liability.

B. Closed Case Files: (1948-54 in central storage, est. 1/2 cu. ft.)

These are individual files of correspondence and forms regarding deceased members, generally with beneficiaries, about supplemental benefits, if any, cashing final check, etc. They contain forms and documents relating to application for membership, computation of pension, etc.

C. Inactive General Files: Mostly non-record copies of requisitions, purchase orders, minor correspondence, appointments for physical examinations, etc.

APPRAISAL AND EVALUATION

These are obsolete files of terminated or deceased members, for whose accounts the County has no further liability. Their reference value ceases after audit and income tax requirements have been fulfilled.

Up to the present time, members had no vested rights in the retirement fund, and terminated members contributions were returned regardless of length of service. The possibility of future "vesting" with its retention of records until retirement age for many terminated employees, suggests destroying the records of returned contributions at the expiration of required retention periods.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: Provided audit requirements have been fulfilled:

A. and B. RETAIN FOR FIVE YEARS AFTER THE RETURN OF CONTRIBUTIONS OR END OF RETIREMENT BENEFITS; destroy accumulation.

C. RETAIN RECORD ITEMS FOR THREE YEARS, then destroy all items of no continuing legal, fiscal, or administrative value.

SPECIAL INSTRUCTIONS

DATE

5/23/66

RECORDS MANAGEMENT OFFICER

Richard E. Naine

DATE

5/26/66

DEPARTMENT HEAD

W. W. Wood

NORMAN W. WOOD

DATE

5/27/66

COUNTY ADMINISTRATIVE OFFICER

James

Approved by B.P.W.: 7-6-66